



PLANNING DEPARTMENT Town of Lexington, Massachusetts

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Lexington, MA 02173

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Procedure for Recording Approval Not Required Plans (Form A)

The purpose of this procedure is to permit the prompt recording of Approval Not Required Plans while insuring that no alteration is made to the plan after it has been signed by the members of the Planning Board.

Prior to recording the plan, the applicant shall furnish the Planning Board with a 3-mil mylar copy and two black line or blue line ozalid prints of the signed plan. If the applicant does not expect to record the signed plan within five (5) working days, it shall be returned to the Planning Department with the mylar and prints.

The Planning Department will retain custody of the signed plan until the applicant is ready to record it. When the applicant is ready to record the signed plan, he/she signs a receipt for the original, acknowledging that the plan will be recorded within five (5) working days and that evidence of the recording will be furnished to the Planning Department.

The applicant then records the signed plan within five (5) working days at either the Middlesex County Registry of Deeds or the Land Court, furnishing the Planning Department with a certified copy of the plan as recorded. A self-addressed post card is provided by the Planning Department for the applicant to present to the Registry or Land Court for completion. The Registry or Land Court will return the card to the Planning Department when the book and page references have been assigned.

If the certified copy of the plan, as recorded, has not been returned within ten (10) working days or the applicant's receipt of the plan from the Planning Department, the Department will notify the applicant who will be requested either to: a) surrender the original copy or the plan as signed by the Planning Board, or b) furnish a certified copy of the plan as recorded with the book and page reference.

If, within five (5) working days of the date of notification by the Planning Department, the applicant does not take either of the steps specified above, the Department shall notify the Planning Board at its next regular business meeting. The Planning Board may vote to rescind its endorsement of the Approval Not Required plan and may notify the Registry of Deeds or Land Court accordingly.

I have read the Procedure for Recording of Approval not Required Plans (Form A) and will abide by the conditions set forth in it. I acknowledge receipt of the signed plan for making the required copies and recording of the Form A/_____ plan for land off _____

Date _____ Received by: (name, address, and telephone)

